

TO: TexShare Cardholders

FROM: Geeta Halley, Public Services Manager

DATE: September 18, 2013

RE: Checkout Policies for TexShare Cardholders

Greetings:

We welcome TexShare cardholders and have the following policies to strike the balance we seek between privileges for our own patrons and visiting TexShare cardholders.

TexShare users may

- check out 15 items at a time;
- participate in the first level of our Youth Services Summer Reading Program.

Some restrictions still apply. We do not allow TexShare users to:

- place materials on hold;
- utilize non-texshare databases;
- request inter-library loans;
- check out laptops; or
- participate in advanced levels of Youth Services or the Adult Summer Reading Programs.

Geeta Halley
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